

## RECORDS MANAGEMENT PROGRAM

# RECORDS CONTROL SCHEDULE FOR THE

*Office of the Director of Central Intelligence*

*Proposed  
by  
OCS- 95-67-1  
5 Oct 1967*



*RMB Capm*

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SCHEDULE NO. 30-61

OFFICE, DIVISION, BRANCH

MANAGEMENT STAFF, ADP Advisory Group

SIGNATURE

TITLE

3/1/61

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
51	<p>PROGRAMMING SURVEY FILE</p> <p>Records accumulated by groups to determine ADP application for specific areas.</p> <p>a. Surveys</p> <p>b. Work Papers</p> <p>c. Machine runs, charts and programs (1958 - 1960)</p>	<p>2.</p> <p>6.</p> <p>32.</p>	<p>Permanent. Keep in current file until project is completed and then transfer to Records Center.</p> <p>Temporary. Keep in current file until project is completed and then destroy.</p> <p>Will be transferred to ADPD (formerly MRD) for their retention or disposal.</p>
52	<p>CONTRACT PROGRAMMING FILE</p> <p>Proposals from RCA, working papers, various phases in regard to computer; copies of submission to GSA and their OK on work to be done. (Original submission and contract with Office of Logistics)</p>	<p>2.</p>	<p>Temporary. Keep in current file. (Destroy when no longer needed for reference.)</p>
53	<p>REGULATORY ISSUANCE FILE</p> <p>Published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.</p>	<p>2.</p>	<p>Temporary. Retain in current files area. (Destroy individual issuances only when obsolete or when replaced by current issuance.)</p>

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SCHEDULE NO. 3061

OFFICE, DIVISION, BRANCH

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MANAGEMENT STAFF, TRAINING OFFICER

TITLE

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
54	<p>TRAINING FILE</p> <p>Copies of correspondence, plans pertaining to training, career development. Internal training filed alphabetically by employees' name, Non-CIA application filed by date.</p> <p>(1958 - 1960)</p>	2.	Temporary. Keep in current file for two years and then destroy.

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78-00487A000100180009-5

OFFICE, DIVISION, BRANCH

Management Staff, ADP Feasibility & Programming Staff

SIGNATURE

TITLE

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
55	EQUIPMENT PROPOSAL FILE  File consists of correspondence, reports, tabulations, workpapers, manuals and related material pertaining to the development of systems and procedures for the utilization and the application of office business machines and related equipment. Filed alphabetically by project, area or study. (1954 - 1960)	2.	Temporary. Keep in current file while project is active. Upon completion transfer material to Records Center for <u>3</u> years.
56	RECORD OF INVENTION  File consists of correspondence and reports relating to various inventions submitted to the Chairman of the Agency Patent Board by Agency personnel. As required by Executive Order 9865 the Chairman determines the individuals title to the invention and is responsible for protecting the rights of the government. Filed chronologically. (1951 - 1960)	.6	Temporary. Destroy when 10 years old. (Cut off at end of each year; retain 3 years in current files area and then transfer to Records Center.)
57	ADMINISTRATION OR HOUSEKEEPING FILES  These files are maintained to reflect the administrative activities of the Staff. File consists of correspondence re: Travel vouchers, fitness reports, weekly reports. Arranged by subjects according to the Agency Manual. (1954 - 1960)	.3	Temporary. Destroy after 2 years. Cut off at end of each calendar year; retain in current files area for 2 years and destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
58	REQUISITION JUSTIFICATION FILE <p>This file consists of the written justification for new, replacement, or additional office business machines requested by various components by the requisition which approved or disapproved by the Chief. Filed alphabetically by machine. (1954 - 1960)</p>	.6	Temporary. Destroy when 2 years old. Cut off at end of each year; retain 2 years in current files and destroy.
59	MACHINE & EQUIPMENT INVENTORY FILE <p>Consists of Equipment Inventory Record maintained and used to control the location and utilization of computer and microfilm equipment within the Agency. Filed numerically by serial number. (1959 - 1961)</p>	2.	Temporary. Destroy when equipment is inoperative or when card is superseded.
60	COMMITTEE REPORTS, MINUTES OF (CHAIRMAN) <p>File consists of Minutes of Meetings, Conferences, various inter-agency and agency committees. (1959 - 1961)</p>	.8	Temporary. Destroy at end of calendar year.
61	REFERENCE PUBLICATION FILES <p>Brochures, catalogs, manuals, and other published materials pertaining to technical office equipment. Used for convenience of reference. Filed alphabetically by type of equipment.</p>	12.	Temporary. Destroy when no longer needed for reference.
62	CLASSIFIED MAIL LOG <p>Record of the receipt and dispatch of material classified secret and below maintained primarily for security reasons. Filed chronologically. Used for material that has detailed distribution. (1958 - 1960)</p>	.1	Temporary. Destroy when 1 year old.
63	COURIER RECEIPT FILE <p>Office copy of Form 240, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Also used as receipt for return of material. (1959 - 1961)</p>	.1	Temporary. Destroy when 1 year old.

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SCHEDULE NO. 30-615

CONCURRENCE

OFFICE, DIVISION, BRANCH

APPLICATIONS DIVISION, OCS/DDS&T

Acting Division Chief 13 August 1964

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	[redacted] Consists of experimental intelligence files in written form, on punched cards, and McBee keysort cards.	7.	Temporary. Transfer to Records Center. Review after 3 years to determine further disposition.
2.	[redacted] Consists of project program IBM cards decks and accompanying program listings.	1.	Temporary. Transfer to Records Center. Review after 3 years to determine further disposition.

APP

CIA Records Administration Officer

Date

14 Aug 1964

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180009-5		
10.	<p><u>PROJECT FILES (cont'd)</u></p> <p>e. <u>Magnetic Tape Files:</u></p> <p>These files consist of magnetic tapes containing programs and data pertaining to the projects serviced by the OCS Computer Center. These tapes are held under a numerical system in an established tape library, supported by a card and machine listing catalog.</p> <p>f. <u>Machine Listing Files:</u></p> <p>These files consist of machine listings produced in connection with the OCS Computer Center project support function. These runs are used for reference and other purposes by analysts and other personnel of the Computer Center.</p>	<p>1,000.0</p> <p>40.0</p>	<p>Temporary. Maintain on a current basis. Upon termination of the project, retire data tapes to the Records Center when such tapes are not obsolete, nor subject to further updating, but rather represent historical data worthy of limited retention as an integral part of the project file. Program tapes are to be retired to the Records Center. Program tapes and data tapes retired to the Records Center are to be incorporated with the master project control files into the respective project file. Destroy 10 years after receipt in the Records Center.</p> <p>Temporary. Maintain on a current basis. Destroy when no longer needed for reference purposes, or superseded.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100480000-5</p> <p><u>PROJECT FILES (cont'd)</u></p> <p>c. <u>Input Source Document Files:</u></p> <p>These files consist of documents submitted to OCS from which data is converted to forms appropriate to the updating of data files for a particular project in the OCS Computer Center. These source documents may be duplicate copies of source documents, code sheets, or other documents received from the respective customer component. These files are maintained by type.</p> <p>d. <u>Card Deck Files:</u></p> <p>(1) <u>Source Program Cards:</u></p> <p>These files consist of source programs held on IBM cards coded under established program language standards and procedures set forth in the <u>Systems Design, Programming and Production Procedures Manual</u>. These cards are held by project number and title.</p> <p>(2) <u>Data Cards:</u></p> <p>These files consist of IBM cards constituting a basic data bank in support of Computer Center services. These cards are held by project.</p>	<p>30.0</p> <p>20.0</p> <p>50.0</p>	<p>Temporary. Maintain for a period of 3 months following date incorporated into OCS data files for the respective project, then destroy.</p> <p>Temporary. Maintain on a current basis. Place source programs on tape and deposit as vital records in the Vital Materials Repository. Upon termination of the project, retire to the Records Center. Destroy 10 years after receipt in the Records Center.</p> <p>Temporary. Maintain on a current basis. Destroy as updated or no longer needed for reference or backup purposes.</p>

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